

# **REVIEWING EMPLOYEE ACCUMULATORS (PR-PER-2)**

**DECEMBER 2001**

***VERSION (3.0)***

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# REVIEWING EMPLOYEE ACCUMULATORS

## OVERVIEW

The MUNIS system provides utilities that allow Payroll Administrators to verify and update Employee Accumulators. This document provides:

1. A review of each utility and recommendations for running the utilities.
2. Instructions for modifying Employee Accumulators to correct discrepancies uncovered by the Accumulator Review.

## ACCUMULATOR REVIEW RECOMMENDATIONS

**It is very important to periodically verify the accuracy of Accumulators.** Periodically reviewing Accumulators reduces the amount of verification required at critical times (W-2, KTRS, etc.). It also ensures that the district is producing accurate reports throughout the year. Reports that depend upon Accumulators include the CERS, Quarterly Unemployment, 941, KTRS, and W-2.

It is recommended that the utilities be run in the following sequence to verify the accuracy of gross wages prior to verifying Employee Contributions, thus minimizing the number of adjustments required:

1. Federal To State Gross Validation
2. Gross To Withheld Verification.

The utilities described in this document may be run at any time. At a minimum, full verification (running all utilities) should be performed according to the guidelines given below:

Period	To Prepare for Running
Quarterly	Quarterly reports
End of Calendar Year	W-2 process
End of Fiscal Year	KTRS report

## REVIEWING EMPLOYEE ACCUMULATORS

December 2001 (Version 3.0)

The screenshot displays the MUNIS - Municipal Information System interface. At the top, a title bar reads "MUNIS - Municipal Information System". Below it is a toolbar with various icons. The main window is divided into several sections. On the left, there are three boxes: "kdesupp" with "/dev/pts/3" below it, "KDE MR DATABASE" with "Munis Version: 2001.03" below it, and a date/time box showing "Tue Dec 18 2001" and "09:45". On the right, there is a vertical menu with buttons: "Spoolfile Maint.", "Direct Call", "Initial Menu", and "Exit Munis". The central area is titled "P/R SYSTEM ADMIN MENU" and contains a list of options: "A) Global Audit Function", "B) Accumulator Maintenance", "C) PR Implementation Functions", "D) P/R ID Code Permissions", "F) Global End Date Update", and "G) Deduction Import (Auto Update)". To the right of these options are two more buttons: "H) Gross to W/H Verification" and "I) Fed to State Gross Validation". At the bottom of the central area, there is a "Selection" field with the letter "A" and a "<< Back" button.

MUNIS - Municipal Information System		
kdesupp /dev/pts/3	KDE MR DATABASE Munis Version: 2001.03	Tue Dec 18 2001 09:45
P/R SYSTEM ADMIN MENU		
A) Global Audit Function	H) Gross to W/H Verification	
B) Accumulator Maintenance	I) Fed to State Gross Validation	
C) PR Implementation Functions		
D) P/R ID Code Permissions		
F) Global End Date Update		
G) Deduction Import (Auto Update)		
Selection A		<< Back

## FEDERAL TO STATE GROSS VALIDATION

The **Federal To State Gross Validation** utility compares the gross wages associated with an employee's Federal Deduction to those associated with their State Deduction and verifies that the amounts match. This utility also identifies employees that are missing the Federal or State Tax Accumulators.

**NOTE:** *Errors generated during this process will be displayed or printed only for the specific user who ran the utility (e.g., USER 1 cannot display or print errors generated if USER 2 ran the utility).*

**To Run the Federal to State Gross Validation, Select:**

B) PAYROLL AND PERSONNEL

A) Auxiliary Programs

U) P/R SYSTEM ADMIN MENU

I) Fed To State Gross Validation

1. Select **Generate** from the Ring Menu.

The following screen is displayed:

<u>S</u> ession	<u>E</u> dit	<u>C</u> ommands	<u>S</u> ettings	<u>H</u> elp
EMPLOYEE FIT/SIT GROSS COMPARISON				
Options: <b>Define</b> X=Execute Exit Define the fix employee table selection criteria Enter deduction ranges to verify for calendar year: Verify year [1999] Verify frequency [ ] Verify Cycles [ 0 ] to [12]				

2. Select **Define** from the Ring Menu.

3. Enter the calendar **year** to verify.

4. Enter the **frequency** to verify from the list below:

**M** Month

**F** Fiscal Year

**Y** Year

**Q** Quarter

**I** Inception (not used)

5. Enter the **Cycles** range to verify and press **ESC**.

6. Select **X=Execute** from the Ring Menu to start the process. If the following warning screen appears:

Do you wish to delete the existing records? Continue (Y/N):
--

type **Y** and press **ENTER**. Errors generated from a previous run of this utility will be removed.

7. After completing the validation, select **Exit** to return to the first screen.
8. Select **Browse** or **Output** to view or print the employees/deductions with an error.

**Recommendations for Generating the Federal to State Gross Validation Report:**

Run the report on at least a **Quarterly** basis and verify Federal to State Gross for each month in the quarter. If adjustments are made after running the report, rerun the report for:

?? Each month in the selected quarter

?? Quarter

?? Year

?? Fiscal Year (verify only deductions where the fiscal amount is significant)

Running the utility for these frequencies verifies the accuracy of all changes.

## GROSS TO WITHHELD VERIFICATION

The **Gross to Withheld Verification** utility compares the employee contribution to gross wages for deductions based upon a percentage of gross wages (i.e., FICA, Medicare, Local Tax, CERS, KTRS, Unemployment). The utility reports employee deductions where the contribution and gross wages are not in correct proportion with each other.

**NOTE:** *Errors generated during this process will be displayed or printed only for the specific user who ran the utility (e.g., USER 1 cannot display or print errors generated if USER 2 ran the utility).*

**To Run Gross to Withheld Verification, Select:**

B) PAYROLL AND PERSONNEL

A) Auxiliary Programs

U) P/R SYSTEM ADMIN MENU

H) Gross To W/H Verification

The following screen is displayed:

<u>S</u> ession	<u>E</u> dit	<u>C</u> ommands	<u>S</u> ettings	<u>H</u> elp
-----EMPL/EMPR DEDUCTIONS VERIFICATION-----				
Options: <b>Find</b> Next Prev Browse Del Output Exit Generate				
Query the current database table.				
Employee: [            ]				
Deduction: [        ]				
Freq/Cycle/Year: [ ] [ ] [        ]				
Accumulators:            Gross            Employee Amt            Employer Amt				
[            ]            [            ]            [            ]				
Employee Amt            Employer Amt				
Recalculated Amounts:            [            ]            [            ]				

1. Select **Generate** from the Ring Menu.

The following screen is displayed:

<u>S</u> ession	<u>E</u> dit	<u>C</u> ommands	<u>S</u> ettings	<u>H</u> elp
-----EMPL/EMPR DEDUCTIONS VERIFICATION-----				
Options: <b>Define</b> X=Execute Exit Define the fix employee table selection criteria Enter deduction ranges to verify for calendar year: Verify year [1998] Verify frequency [M] Verify Cycles [ 0] to [12]  Verify deductions    [    ]            [    ] [    ]            [    ] [    ]            [    ] [    ]            [    ] [    ]            [    ] [    ]            [    ]				

2. Select **Define** from the Ring Menu.
3. Enter the calendar **year** to verify.
4. Enter the **frequency** to verify from the list below:
  - M**     Month
  - F**     Fiscal Year
  - Y**     Year
  - Q**     Quarter
  - I**     Inception (not used)
5. Enter the **Cycles** range to verify.
6. Enter the **deductions** ranges to verify and press **ESC**.
7. Select **X=Execute** from the Ring Menu to start the process. If the following warning screen appears:

Do you wish to delete the existing records?  
Continue (Y/N):

respond **Y** and press **ENTER**. Errors generated from a previous run of this utility will be removed.

**NOTE:**        *The Gross to Withheld Verification could take several hours to run depending upon the selection.*

8. After completing the verification, select **Exit** to return to the first screen.
9. Select **Browse** or **Output** to view/print the employees/deductions identified as having an error.

### **Recommendations For Generating Gross to Withheld Verification Report**

Run the report on at least a **Quarterly** basis and verify Gross to Withheld for each month in that quarter. If adjustments are made after running the report, rerun the report for:

?? Each month in the selected quarter

?? Quarter

?? Year

?? Fiscal Year (verify only deductions where the fiscal amount is significant)

Running the utility for these frequencies verifies the accuracy of all changes.

## ACCUMULATOR MAINTENANCE

The **Accumulator Maintenance** program is used to view, add or update individual Employee Accumulators. Although this is not a verification utility, it is necessary for correcting Accumulators.

**WARNING!** *Exercise extreme caution when making changes to Employee Accumulators. When correcting an Accumulator, ensure that all associated Accumulators are also verified and updated.*

### Adding/Updating Accumulator Records

When adding/updating an Employee Accumulator record, follow the procedures below:

1. Generate a printout of Employee Accumulators **before** as well as **after** making changes. This provides a clear audit trail of changes made directly to Accumulator records.
2. If changing a Deduction or Earning Accumulator, make sure the Accumulators for other frequencies are verified and changed as required. For example,

#### IF

?? *An employee's FICA gross wage is incorrect for February, 2001:*

The following Accumulators may require adjustment:

Accumulator	Adjustment
FICA - Month 2, 2001	Problem identified
FICA - Quarter 1, 2001	Roll up Month 1, 2 and 3
FICA - Calendar Year 2001	Roll up all months
FICA - Fiscal Year 2001	<b>Optional</b> - update if the district reports or tracks this deduction on fiscal year basis

?? An employee's KTRS withheld amount is incorrect for August, 2001:

The following Accumulators may require adjustment:

Accumulator	Adjustment
KTRS - Month 8, 2001	Problem identified
KTRS - Quarter 3, 2001	Roll up Month 7, 8 and 9
KTRS - Calendar Year 2001	Roll up all months
KTRS - Fiscal Year 2002	Roll up months 7 - 12, 2001 and months 1 - 6, 2002

3. When updating an earnings record, do not update the **Employee Amount** or **Employer Amount** fields.
4. When updating an earnings record, make sure the **YTD Earnings record - Earning/Deduction Code 0** (Total Gross Earnings) is also updated. This record represents the total of all YTD earnings and is printed on the employee's pay stub.
5. When updating a "deduction withheld" amount, determine if this amount impacts the gross wages of other deductions and make appropriate changes (e.g., adjusting the employee withheld amount on the CERS deduction may require adjusting the gross wages of the Federal, State and Local tax deductions).

**To Access Accumulator Maintenance in MUNIS, Select:**

B) PAYROLL AND PERSONNEL

A) Auxiliary Programs

U) P/R SYSTEM ADMIN MENU

B) Accumulator Maintenance

The following screen is displayed:

## REVIEWING EMPLOYEE ACCUMULATORS

December 2001 (Version 3.0)

<u>S</u> ession	<u>E</u> dit	<u>C</u> ommands	<u>S</u> ettings	<u>H</u> elp
EMPLOYEE ACCUMULATOR FILE MAINTENANCE				
Action: <b>Find</b> Next Prev Browse Add Update Output Exit				
Query the current database table.				
Emp #	[ ]	Last	[ ]	First [ ]
SSN	[ ]			
Year	[ ]			
Accumulator Type	[ ]			
Pay/Deduction	[ ]			
Frequency	[ ]			
Cycle	[ ]			
Escrow Liquidation				
Hours	[ ]			
Employee Amount	[ ]			Employee Amt [ ]
Employer Amount	[ ]			Employer Amt [ ]
Employee Gross	[ ]			

1. Select **Find** from the Ring Menu
2. Enter the selection criteria (such as Emp #) necessary to locate the desired records and press **ESC**.
3. Select **Update** and make the necessary changes to the appropriate Accumulators.  
Only the following fields may be accessed:
  - ?? Hours
  - ?? Employee Amount
  - ?? Employer Amount
  - ?? Employee Gross
  - ?? Escrow Liquidation – Employee Amt
  - ?? Escrow Liquidation – Employer Amt
4. Press **ESC** to save the changes.